

JOB DESCRIPTION

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| Job title: | Charity Grants Assistant |
| Working hours: | Part Time minimum 30 hrs per week or Full Time 37.5 hrs |
| Duration: | Permanent |
| Salary: | £25,000 – £28,000 (pro rata) (depending on experience) |
| Reports to: | Grants Manager |
| Location: | Based at the City Hospital campus, with a requirement for the post holder to work from the QMC campus as required. Nottingham University Hospitals NHS Trust operates a shuttle bus for this purpose. |

JOB SUMMARY

This post provides a key supporting role in the administration of the Charity, and you will provide finance and administrative support to the grant management processes to ensure that applications, approvals and payments are up to date and accurate and comply with charity policy and legislation.

An important aspect of this role will be in supporting the Grants Manager to implement the Charity's new Grants strategy and deliver a successful grant-funding programme across the Trust, working alongside colleagues to ensure positive outcomes and the wider sharing of good news stories about grant awards.

You will be a point of contact for all grant queries and may need to guide claimants to manage the process, requiring a "helping hand" approach where necessary.

The successful candidate will have experience in an administrative or financial role, which ideally will have involved using online financial systems or databases.

Experience in the charity sector and knowledge of grant award processes would be an advantage.

KEY JOB RESPONSIBILITIES

- Processing grants-related payments, working alongside the Grants Manager and other finance teams in the Trust, to investigate and resolve any discrepancies.

- Exporting grant and payment information from the Grants system and assisting with the reconciliation of the grants and the accounts systems as required.
- Maintaining the grants database and other records as necessary, ensuring systems are kept up to date and correspondence for grant applicants and suppliers are filed and stored in accordance with appropriate Data Protection requirements.
- Assisting in the processing, monitoring and follow-up of charity grants, including corresponding with grant applicants to obtain appropriate information to support the grant making process.
- Produce monitoring reports for the Senior Management Team and Grants Manager.
- Provide support and guidance to NUH staff and to the Charity's fund advisors, offering advice on appropriate charitable funds expenditure in line with Charity Guidelines and the Charity Commission's donor intent guidelines and legislation.
- Liaison with hospital staff and charity fundraisers in relation to donor intent, including assisting with the fulfilment of Charity Grants and procurement of small items.
- Be the first point of contact for small grants, participating in Trust engagement and providing support to applicants and grantees as required. Deputising with the administration of the grant applications and awards process in the absence of the Grants Manager.
- Undertake other work in support of the Charity's objectives and any other duties identified by the Charity Executives and/or Grants Manager.

GENERAL DUTIES

- Providing effective day to day administrative support covering the Charity phone line and jointly monitor the Charity Grants inbox ensuring all emails are answered or distributed as required.
- Providing cover arrangements in relation to general charity administration including opening post, ordering stationery, credit card purchasers, receiving and counting donations (cheque and cash) from staff and other donors in accordance with charity procedure.
- Meet and greet donors and visitors as required, and ensuring that a customer-focused approach is adopted at all times to maximise the opportunities of encouraging donor giving.
- Assisting new members of staff and providing absence cover for other Finance team members as agreed from time-to-time.
- Participating in external and internal annual audits as required.
- Working within legal and charity guidelines.

- Participating in and contributing to own Personal Development Review.
- To carry out any other duties that may reasonably be required.

If you would like to chat more about the role or would like to apply, please send you CV and covering letter to lisa.halsall2@nhs.net

Closing date: Monday 21st April 2025